Human Resources

CPI Legacy

A record of improvements made by the City of Salina, Kansas, since November 2012

CPI Improvements

November 2012 thru February 2016

SALINA CITY   **25 Improvements**

Human Resources (W-MEDIATE)

Waiting
1. Expedited training on EAP, Harassment, and Workplace Violence by including these training videos as part of the Benefits Meeting that occurs in the first few days of employment, rather than during orientation, which may not occur for several months after being hired.

Mistakes
2. Increased capacity by creating an electronic payroll spreadsheet for employees in HR. This eliminated the need to re-type it from the original hand written spreadsheet and reduced the possibility of mistakes.

Excess movement or motion of workers
3. Increased capacity by moving the dispatcher examination from the CT training room to the CMO intern's office.
4. Increased capacity by creating an electronic timesheet for Human Resources staff. Staff members now enter their own times directly into the timesheet for review by the HR Director
5. Reduced costs by emailing notices of the flu clinic to retiree participants in our health insurance, instead of sending them by mail.
6. Increased capacity and reduced costs having the cover message on gift cards printed at the same time the City logo is printed on the cards.
7. Reduced Excess movement, Transporting Work, Waiting, and Mistakes by purchasing an inexpensive, fully assembled, 4-drawer cart with wheels. This cart has drawers large enough to hold files and can be easily moved from work station to work station.

Do it right the first time
8. Increased capacity and streamlined the hiring process at Kenwood Cove by resolving 7 significant problems that created delays when hiring
9. Increased capacity and reduced costs by improving the accuracy of payroll data on the AS400 regarding part-time employees. This update reduced the number of required notices that had to be mailed regarding "New Health Insurance Coverage Options & Your Health Coverage".

Inefficient Processes
10. Reduced costs by allowing the Personnel Manual to be accessed electronically instead of printing paper copies.

11. Reduced costs and increased capacity by eliminating the requirement to include Return Receipts when mailing COBRA notices.
12. Reduced costs and increased capacity by eliminating the need to change the position title on employee ID's. (By deleting the mandatory field requirement in design settings, mildly adjusting the layout, and expanding the size of the employee picture, the title was removed from the printed employee ID)
13. Streamlined processing of the "Employee Name/Address/Phone Change Form by setting up a "rule' in Outlook to send these forms directly to both the Benefits Coordinator and the HR Specialist, rather than to only one of them.
14. Reduced costs and increased capacity by eliminating the requirement to print several reports that were not being used. This included payroll reports, one for the Fire Department regarding FLSA, and monthly reports for Departments.
15. Increased capacity and reduced costs by scanning position descriptions into Laserfische that are normally filed in the red binder and kept for historical reference. A file folder named "PERMANENT RETENTION (Red Binder)" was also created to hold all newly revised position descriptions until they can be entered into Laserfiche.
16. Increased capacity and reduced costs by changing our payment plan for Survey Monkey from a monthly charge to an annual charge.
17. Increased capacity and reduced costs by combining all payroll reports into one book, instead of 8. And by placing the one report Finance might occasionally look at the beginning.
18. Improved capacity by using extra space in the new employee's personnel manual to hold the benefit book, rather than binding it as originally done. This simplified the process to printing/hole punching vs. having to bind the book. Books are now only bound for employees not electing a paper copy of their personnel manual.
19. Increased capacity by streamlining the New Hire Checklist and eliminating the requirement for the employee to initial over 25+ times. Items were deleted that had been included in previous documents; the checklist was condensed to 5 lines matching the sections of the new benefits book, and under each line, important information was listed in a bulleted format. This makes for an easier, more efficient experience for the new hire.
20. Increased capacity by eliminating the signature required from the Department Head on the "internet/email usage policy form". The employee signs the form and it is placed directly in their employment file.

Always do the right thing
21. Increased capacity in the PD Department by obtaining permission to allow PD officers to wear uniforms when attending New Employee Orientation. Historically, officers were required to change into civilian clothing while attending the New Employee Orientation.

Transporting work
22. Increased capacity by submitting leave requests to the HR Director using a meeting planner from the HR/CMO calendar. The HR Director can now instantly accept/decline the request, and employee's can see what days have already been requested prior to sending their leave request.

23. Increased capacity, reduced costs, and expedited processing by scanning PAFs, savings them as PDFs, and then emailing them to the directors, instead of making paper copies and distributing them through interoffice mail.

Excess Inventory
24. Improved efficient management of benefits meeting by streamlining and scanning forms as pdf documents, printing by sections, and then binding them into a book with a table of contents and dividers for easier use. This significantly helped organize the Benefits Meeting and provided the employee with a reference for later use if they had questions. This also reduced excess inventory of the individual forms. Books are now made as needed.
25. Improved efficiency and standardized costs by issuing gift cards to retiring employees, rather than having them select from a catalogue. Also eliminated wait time, storage, and the costs of wrapping paper